

# STIState Project Update

## STIState Project

KDE and STI have begun the process of moving forward with the implementation of STIState with the goal of having full functionality in place for the 2004-2005 school year.

### **What is STIState?**

Kentucky schools using STIOffice, currently aggregate student level data into a central database at the district level known as STIDistrict. STIDistrict is used by district personnel for a variety of tasks including generation of required state reports, and providing a means for centralized student enrollment. The STIState process will aggregate data from each of the 176 school districts into a state level centralized database. The process will involve all 176 school districts in Kentucky, and includes setting up an automated mechanism to approve and move data to the centralized database. This project will also enable the assignment of a unique student ID to all students and will provide a statewide-centralized enrollment program. The statewide enrollment program will provide for key student information to flow with a student as they withdraw and enroll in another school or district. Once the data is in the centralized database, KDE will then have the capability to move data into the Max Enterprise Data System.

### **How does this benefit schools, districts, and the Commonwealth?**

The STIState process will provide the following benefits:

- Reduces duplication of effort at the school and district levels. By moving data with a student as the student enrolls in another school or district, duplicate data entry is eliminated.
- Provides timelier reporting of critical data. When students are enrolled using the enrollment program, the school knows immediately any special needs for the new student without waiting for records to come through the mail.
- Provides the ability to systematically assign a unique student ID to each student in the Commonwealth.
- Establishes the creation of a state level centralized database, which can feed data into the Max Enterprise Data System.
- Assists the current data standardization efforts by providing an accumulated set a data for research, analysis, and data mining for strategic planning/decision making utilizing current and accurate data.
- Reduces the need for districts to have to submit required state and federal reports.

### **What is the District's role in the process?**

In order to support the implementation of STIState, the district will need to install some software at the district office and each school will need to install a new STIDistrict Enrollment Program. The district install is anticipated to take no longer than four hours with the assistance of STI support personnel. The STIDistrict Enrollment is a simple procedure that should take no more than a half hour at each school. Installations will begin after the system has been fully tested and approved for deployment. The goal is to tentatively begin installing the software within the next 2-4 months.

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There was a collection of key information regarding each district's hardware and operating systems earlier this year. Personnel from KDE's Office of Education Technology (OET) will be contacting district CIOs to update that data, discuss the software requirements, participation required by staff, and create a rollout timeframe for each district. Additionally, there will be follow-up communication from KDE regarding the new unique student identification number process as well as information regarding the yearly rollover and enrollment procedures. Districts will also need to continue efforts to follow data standardization plans and business operations recommendations being provided by KDE to ensure data utilized as part of the STIState System is accurate, common among all districts, and usable for data research, analysis, and reporting.

## **Questions regarding STIState**

There were concerns at the STIState session of the STI Conference in December regarding how STIState will affect enrollment.

1. Districts did not want any other school altering their data by temporarily withdrawing a student.
  - a. Because of these concerns, the STIState team has changed the temporary withdrawal (W99) to temporary enrollment (E99) at the new school. The temporary enrollment will send an electronic records request to the exiting school alerting them that the student has enrolled elsewhere. When a student is temporarily enrolled, the new school receives only demographic data. Upon withdrawing that student from the exiting school, the students remaining data will be sent to the new school.
  - b. If a school has temporarily enrolled the wrong child, KDE will have the ability to access the STIState database to remove the E99 code given in error and resolve E99 conflicts.
  - c. When a school receives an E99 alert, they will receive the following information:  
*The alert will list the New School, New District, New School Number, Student Name, State Student ID, Enrollment Code and Enrollment Date. It will not contain the student's new address, due to security concerns. Therefore, the district losing the student will need to contact the new district to request that address, if needed.*
  - d. The E99 will be flagged in the color red to make it stand out on the screen to remind a school that they have a temporary enrolled student and are awaiting the exiting school to withdraw this student before they receive the student's data.
2. Who will receive a State Student ID?  
*All active students enrolled in a Kentucky public school.*
3. When will State Student ID's be sent to schools?  
*State Student ID's will be pushed down to STIOffice before the start of the 2004-2005 school year (by August 1<sup>st</sup>).*

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## 4. How will state reports be handled with STIState?

- a. For the upcoming school year (2004-2005), schools will still run the Kentucky Reports out of STIDistrict. They will email or ftp those text files to the mailbox where they sent the files for the 2003-2004 school year.
- b. For the 2004-2005 school year, there will be an approval screen in which district personnel will log into and approve certain state reports as final and ready for use by KDE. This will let KDE know that they have submitted their reports and KDE can now create reports using the data that has been copied to the STIState server.

*Districts will be able to re-approve reports that they are resubmitted to KDE after corrections have been made.*

KDE will run reports for the 2004-2005 school year from both the text files sent to KDE and from the data replicated to State so that a comparison can be made to ensure that reports can accurately be generated only from the STIState database for the 2005-2006 school year.

## 5. How will shared time students (even between districts) be handled?

A shared student indicator will be added to the District Enrollment program. Upon enrollment, if a student is shared between schools, the indicator will need to be marked.

## 6. With the District Enrollment program, will we be able to mass enroll our students such as we have done in the past?

Yes, but if you attempt to re-enroll a student who has been enrolled at another school, an E99 will be assigned to this student and an alert will be sent to the school. If you find that you have enrolled the student in error, you will be able to un-enroll that student and remove the E99 record.

## 7. How will STIState affect enrollment?

All schools will use State Enrollment, which will replace the District Enrollment currently used to enroll students. When enrolling a student, you will type specific information into the State Enrollment program. That program will query the state database to pull a list of possible matches. If you find the student has already received a State ID, you will choose that student record and it will assign that State Student ID to that student. If you do not find a matching student record, then the STI State Enrollment program will assign that student a new State Student ID. You will then process your enrollment as you have in the past.

If you have questions regarding STIState, please contact Craig Garrison, STIState Project Lead at (502) 564-2020 extension 219 or via email at [cgarriso@kde.state.ky.us](mailto:cgarriso@kde.state.ky.us).